

Colfax, LA
November 13, 2025

The Library Board of Control of the Parish of Grant, State of Louisiana, met in special session at the Grant Parish Police Jury Meeting Room, 200 Main Street, Colfax, Louisiana, on Thursday, November 13, 2025, at 4:00 p.m.

The following members were present:

Mr. Mike Merrell, Mr. Cephas Bowie Jr., Mr. Brandon DuBois, Mr. Johnny Jamison, Mr. Roy Edwards, and Mr. Mark Ball

The following members were absent:

Mr. Winston Roberts

Motion by Mr. Mark Ball, seconded by Mr. Johnny Jaimson, to open the meeting to public comments on agenda items. Motion carried unanimously.

No discussions were brought forth.

Motion by Mr. Cephas Bowie, Jr., seconded by Mr. Mark Ball to accept the minutes of the last meeting as published in the official journal. Motion carried unanimously.

Board members reviewed and discussed the monthly financial report, statistical report, and Head Librarian's report.

-Adult craft participation numbers are up

-Upcoming programs include diamond art and oyster shell Christmas ornaments

-Holiday photos are scheduled

-Patrons are complimenting the cleanliness and organization of the Colfax branch and the friendliness of the staff

-Staff members attended the Louisiana Book Festival event in Baton Rouge, and it was a great experience

Board members discussed issues and updates with the Dry Prong and Colfax Library buildings. A "clean-up day" will be held with library employees and town employees to clean and repair the Dry Prong Branch. Contractors are still being considered for repairs needed on the Colfax Branch.

Motion by Mr. Johnny Jamison, seconded by Mr. Roy Edwards to approve the list of surplus items for auction. Motion carried unanimously.

Items to Surplus:

- 3 wall shelves
- Various office organizers and supplies
- 5 metal staplers
- Receipt paper rolls
- 6-sheet collator

- 1 pink laptop/iPad bag
- 2 money boxes without a key
- 1 old fax machine ribbon cartridge
- 1 framed poster of San Francisco
- Old wooden chair with leather cushions
- 1 rolling computer shelf
- 4 wooden children's chairs
- 5 plastic children's chairs
- 4 book carts
- 1 large table with audio ports
- 2 tables with shelves
- 1 unassembled fake wood desk
- 2 computer tables built for two people with pull out keyboard shelves
- 1 unassembled white floor cabinet
- 1 wooden file cabinet with 3 regular drawers
- 1 children's activity table
- Wooden podium
- A small microfilm monitor
- 2 old projector screens
- Projecta Scope projector
- Old timeclock machine
- Multiple packs of typewriter ribbon and corrector tape
- Miscellaneous metal cabinet pieces and drawers

Board members reviewed, discussed, and approved the proposed 2025 holiday hours.

Holiday Schedule

Thursday, November 27th – Closed for Thanksgiving

Friday, November 28th – Closed for Acadiana Day

Saturday, November 29th – Closed

Wednesday, December 24th – Closed for Christmas Eve

Thursday, December 25th – Closed for Christmas Day

Friday, December 26th – Closed for Day After Christmas

Saturday, December 27th – Closed

Wednesday, December 31st – Closed for New Year's Eve

Thursday, January 1st – Closed for New Year's Day

Board members reviewed the amended 2025 budget.

Motion by Mr. Johnny Jamison, seconded by Mr. Roy Edwards to approve the amended 2025 budget to be presented to the Police Jury. Motion carried unanimously.

| 2025 BUDGET | PJ Approved 2025 Budget | 2025 Amended Budget |
|------------------------------------|------------------------------------|--------------------------------|
| EXPENDITURES | | |
| Director Salary | \$66,780.57 | \$305,865.72 |
| Other Salaries | \$288,309.63 | |
| Benefits | \$105,000 | \$101,410.20 |
| Bookkeeping | \$17,000 | \$22,336.02 |
| Bookmobile | \$24,000 | \$9,881.52 |
| Books & Library Materials | \$30,000 | \$30,000.00 |
| Building Maintenance | \$10,000 | \$4,121.32 |
| Contractual Maintenance | \$15,000 | \$15,028.03 |
| Electronic Access | \$11,000 | \$11,591.29 |
| Furniture, Machinery, Equipment | \$17,000 | \$10,000.00 |
| Library Supplies | \$7,500 | \$7,222.61 |
| Office/Building Supplies | \$12,000 | \$9,950.77 |
| Programs, Food, Outreach | \$10,000 | \$9,100.00 |
| Summer/Winter Reading Programs | \$10,000 | \$5,708.30 |
| Utilities | \$15,000 | \$16,776.51 |
| Telecommunications | \$54,000 | \$48,359.15 |
| Dues & Licenses | \$2,500 | \$2,408.29 |
| Insurance | \$25,000 | \$25,463.00 |
| Printing & Advertising | \$1,500 | \$2,300.90 |
| GPPJ Admin Fee | \$24,461 | \$23,591.00 |
| Training, Education, Travel | \$10,000 | \$6,128.15 |
| Savings Account (\$3000 per month) | \$3,000 | \$0.00 |

| | | |
|---------------------------|---------------------|---------------------|
| Total Expenditures | \$759,051.20 | \$667,242.78 |
|---------------------------|---------------------|---------------------|

| REVENUES | | |
|------------------------------------|------------------|------------------|
| Ad Valorem | \$799,000 | \$788,230.15 |
| State Revenue Sharing | \$48,000 | \$48,082.53 |
| Grants | \$1,500 | \$5,000.00 |
| Copies, Faxes, Fines, Meeting Room | \$5,000 | \$3,786.89 |
| Lost/Damaged | \$100 | \$0.00 |
| Donations | \$200 | \$318.20 |
| Bank Interest | \$500 | \$717.92 |
| Other Income | \$100 | \$6,008.75 |
| | | |
| Total Revenues | \$854,400 | \$852,144 |

| | | |
|---------------------------------------|---------------------|---------------------|
| Library Fund Beginning Balance | \$141,312.51 | \$141,312.51 |
|---------------------------------------|---------------------|---------------------|

| | | |
|--------------|--------------|--------------|
| Revenues | \$854,400.00 | \$852,144.44 |
| Expenditures | \$759,051.20 | \$667,242.78 |

| | | |
|-----------------------------|--------------|--------------|
| Actual Ending Balance | \$95,348.80 | \$184,901.66 |
| Library Fund Ending Balance | \$236,661.31 | \$326,214.17 |

| | | |
|-------------------------|--------------|--------------|
| Savings Account Balance | \$433,012.03 | \$433,012.03 |
|-------------------------|--------------|--------------|

| | | |
|------------------------------|---------------------|---------------------|
| TOTAL LIBRARY BALANCE | \$669,673.34 | \$759,226.20 |
|------------------------------|---------------------|---------------------|

Board members reviewed the proposed 2026 budget.

Motion by Mr. Roy Edwards, seconded by Mr. Mark Ball, to approve the proposed 2026 budget to be presented to the Police Jury for approval. Motion carried unanimously.

| 2026 BUDGET | PJ Approved 2025 Budget | Amended 2025 Budget | Proposed 2026 Budget | Amount Decreased |
|------------------------------------|--------------------------------|----------------------------|-----------------------------|-------------------------|
| EXPENDITURES | | | | |
| Director Salary | \$66,780.57 | \$305,522.73 | \$44,990.40 | \$21,790.17 |
| Other Salaries | \$288,309.63 | | \$300,000.00 | (\$11,690.37) |
| Benefits | \$105,000 | \$91,390.61 | \$117,000 | (\$12,000.00) |
| Bookkeeping | \$17,000 | \$22,152.87 | \$17,000 | \$0.00 |
| Bookmobile | \$24,000 | \$9,833.89 | \$10,000 | \$14,000.00 |
| Books & Library Materials | \$30,000 | \$29,416.91 | \$30,000 | \$0.00 |
| Building Maintenance | \$10,000 | \$4,121.32 | \$7,000 | \$3,000.00 |
| Contractual Maintenance | \$15,000 | \$14,429.20 | \$15,000 | \$0.00 |
| Electronic Access | \$11,000 | \$11,591.29 | \$11,000 | \$0.00 |
| Furniture, Machinery, Equipment | \$17,000 | \$8,842.49 | \$10,000 | \$7,000.00 |
| Library Supplies | \$7,500 | \$7,222.61 | \$7,500 | \$0.00 |
| Office/Building Supplies | \$12,000 | \$9,950.77 | \$10,000 | \$2,000.00 |
| Programs, Food, Outreach | \$10,000 | \$8,324.49 | \$7,000 | \$3,000.00 |
| Summer/Winter Reading Programs | \$10,000 | \$5,708.30 | \$7,000 | \$3,000.00 |
| Utilities | \$15,000 | \$16,776.51 | \$17,000 | (\$2,000.00) |
| Telecommunications | \$54,000 | \$48,359.15 | \$54,000 | \$0.00 |
| Dues & Licenses | \$2,500 | \$1,708.29 | \$2,500 | \$0.00 |
| Insurance | \$25,000 | \$25,463.00 | \$27,000 | (\$2,000.00) |
| Printing & Advertising | \$1,500 | \$2,300.90 | \$2,500 | (\$1,000.00) |
| GPPJ Admin Fee | \$24,461 | \$23,591.00 | \$12,500 | \$11,961.00 |
| Training, Education, Travel | \$10,000 | \$6,128.15 | \$10,000 | \$0.00 |
| Savings Account (\$3000 per month) | \$3,000 | \$0.00 | \$0 | \$3,000.00 |
| Total Expenditures | \$759,051.20 | | \$718,990.40 | |

| REVENUES | | | |
|------------------------------------|------------------|--------------|------------------|
| Ad Valorem | \$799,000 | \$788,230.15 | \$400,000 |
| State Revenue Sharing | \$48,000 | \$48,082.53 | \$48,500 |
| Grants | \$1,500 | \$5,000.00 | \$6,500 |
| Copies, Faxes, Fines, Meeting Room | \$5,000 | \$3,786.89 | \$5,000 |
| Lost/Damaged | \$100 | \$0.00 | \$50 |
| Donations | \$200 | \$282.62 | \$200 |
| Bank Interest | \$500 | \$464.19 | \$500 |
| Other Income | \$100 | \$1,773.54 | \$100 |
| Total Revenues | \$854,400 | | \$460,850 |

| | | | | |
|--------------------------------|---------------------|--|---------------------|--------------------------------|
| Library Fund Beginning Balance | \$141,312.51 | | \$157,493.71 | Leftover from 2025 |
| Revenues | \$854,400.00 | | \$460,850.00 | |
| Expenditures | \$759,051.20 | | \$718,990.40 | |
| Actual Ending Balance | \$95,348.80 | | | |
| Library Fund Ending Balance | \$236,661.31 | | (\$100,646.69) | Amount from Savings to be used |
| Savings Account Balance | \$433,012.03 | | \$414,924.43 | |
| TOTAL LIBRARY BALANCE | \$669,673.34 | | \$314,277.74 | Amount left in Savings |

Motion by Mr. Roy Edwards, seconded by Mr. Johnny Jamison, to adjourn. Motion carried unanimously.

Disclaimer: These minutes are not official until adopted by the board at the next meeting.